



HMT Machine Tools Ltd
(A Govt. of India Undertaking)
HMT Bhavan, No. 59, Bellary Road, Bangalore – 560 032

Ref: MTL/HRM/R.22(advt.)/2019-20

Date: 24.04.2019

REQUIRES

PROFESSIONALS IN VARIOUS AREAS

HMT Machine Tools Limited, a wholly owned subsidiary of HMT Limited, a Govt. of India PSU, is a leading Machine Tools Manufacturer, having Manufacturing Units and Marketing Divisions spread all over India. The company manufactures various types of Metal Cutting and Metal Forming Machine Tools in addition to CNC Control Systems, Precision Ball Screws and Offset Printing Machines.

The Company has prepared its vision 2020 document and is planning to multiply its business turnover by venturing into various new business opportunities through joining hands with established organisations in the field of Aerospace, Defense, Nuclear, Power, Transportation, etc.

The Company offers challenging career opportunities, growth and is looking for qualified and experienced professionals for various positions as detailed below:

1. POST DETAILS:

A. POST	Joint General Manager (Production)
No. of Post	5 (Five)
Upper age limit (as on 01.04.2019)	53 years
Qualification	Graduate in Mechanical, Electrical & Electronics Engineering from a recognized institution / University. Additional qualification of MBA / PGDBM will be preferred
Post Qualification Experience	<ol style="list-style-type: none">1. Should have minimum 30 years experience of which 10 years of experience should be at Senior / Middle Management level in Industrial products / Machine Tools.2. Preferably should have wide knowledge of Machine Tools manufacturers and their end users.3. Should be conversant in technical and commercial aspects.4. Experience in Productivity measurement and Workforce Optimization.5. Should have experience in overseeing the entire production activities

Job Description	<ol style="list-style-type: none"> 1. Overall in-charge of Unit Production, managing overall production operations for ensuring timely accomplishment of production targets within the time and cost parameters 2. Responsible for achieving Production Targets 3. Responsible for maintaining harmonious Industrial relations & discipline on the shop floor. 4. Responsible for effective manpower planning on the shop floor. 5. To ensure that health and safety regulations & quality control standards are met. 6. Liaise with different departments and suppliers 7. Review productivity and work performance at shop floor and ensure timely corrective actions. 8. Responsible for pre-production (planning) stage as well as the production (control and supervision) stage.
Grade / Scale of Pay*	PS VIII – Rs. 18500-450-23900 (1997 Pay Scale) (under revision)
Place of Posting	Manufacturing Unit of HMT Machine Tools Ltd. (Bangalore, Pinjore, Kalamassery, Hyderabad, Ajmer)

B. POST	General Manager/ Joint General Manager (Marketing)
No. of Post/Category	1 (One)
Upper age limit (as on 01.04.2019)	53 years
Qualification	<p>Graduate in Mechanical/Electrical/Electrical & Electronics Engineering from a recognized institution/University.</p> <p>Additional qualification in MBA/PGDBM (Marketing) will be preferred</p>
Post Qualification Experience	<ol style="list-style-type: none"> 1. Should have minimum 25/20 years experience of which 12/10 years of experience should be at Senior/Middle Management level in Marketing Industrial products/Machine Tools. 2. Preferably should have wide knowledge of Machine Tools manufacturers and their end users. 3. Should be conversant in technical and commercial aspects.

Job Description	<ol style="list-style-type: none"> 1. Will be overall in-charge of marketing activities across the country & abroad. 2. Responsible in achieving Sales & Servicing targets. 3. Responsible for Financial Planning & Control. 4. Responsible for Market Planning, Development, Research, Forecasting, etc. 5. Responsible to meet the statutory requirements. 6. Responsible for maintaining Customer relations & sales promotion. 7. Responsible for effective Manpower Planning.
Grade / Scale of Pay*	PS IX – Rs. 20500-500-26500 (1997 Pay Scale), PS VIII – Rs. 18500-450-23900 (1997 Pay Scale) (under revision)
Place of Posting	Bangalore

C. POST	Unit Sales Chiefs / Regional Manager (Marketing)
No. of Post/ Category	10 (Ten)
Upper age limit (as on 01.04.2019)	53 years for Unit Sales Chiefs 50 years for Regional Manager(Marketing)
Qualification	Graduate in Mechanical/Electrical/Electrical & Electronics Engineering from a recognized institution/University. Additional qualification in MBA/PGDBM(Marketing) will be preferred
Post Qualification Experience	<ol style="list-style-type: none"> 1. Should have minimum 25 to 15 years experience of which 8/10 years of experience should be at Middle Management level in Marketing Industrial products/Machine Tools. 2. Preferably should have wide knowledge of Machine Tools manufacturers and their end users. 3. Should be conversant in technical and commercial aspects.
Job Description	Unit Sales Chief <ol style="list-style-type: none"> 1. Will be in in-charge of manufacturing unit's sales and servicing activities 2. Responsible for Sales Bids & Tendering process, RFP, RFQ, RFI & Sales Execution 3. Responsible for monthly sales database and MIS 4. Establishing and maintaining long term healthy relationships with customers. Interaction with customer on requirement basis

Job Description	<p>5. Adhering to dispatch schedule in co-ordination with customers, internal departments and concerned Regional Marketing Chiefs</p> <p>6. Meeting sales / service requirements of customers by effective utilization of available resources.</p> <p>7. Contributing to new business opportunities for the Unit like product development, turnkey projects.</p> <p>Regional Manager (Marketing)</p> <p>1. Will be in-charge of marketing and sales activities of the Region</p> <p>2. Responsible in achieving regional Sales & Servicing targets</p> <p>3. Will be responsible for the customer life cycle management for the region.</p> <p>4. To be the regional market expert and primary representative of the region for the Company to drive regional goals</p> <p>5. Responsible for Market Planning, Development, Research, Forecasting, Market Scanning, etc.</p>
Grade / Scale of Pay*	<p>PS VIII – Rs. 18500-450-23900 (1997 Pay Scale)</p> <p>PS VII – Rs. 16000-400-20800 (1997 Pay Scale)</p> <p>(under revision)</p>
Place of Posting	<p>Unit Sales Chief Manufacturing Unit of HMT Machine Tools Ltd. (Bangalore, Pinjore, Kalamassery, Hyderabad, Ajmer)</p> <p>Regional Manager (Marketing) Regional Offices of HMT Machine Tools Marketing Division. (Delhi, Kolkata, Mumbai, Chennai)</p>

D. POST	Joint General Manager / Deputy General Manager / Assistant General Manager (Finance)
No. of Post/ Category	5 (Five)
Upper age limit (as on 01.04.2019)	<p>53 years for Joint General Manager (Finance)</p> <p>50 years for Deputy General Manager (Finance)</p> <p>42 years for Assistant General Manager (Finance)</p>
Qualification	CA /CMA/ ICWA
Post Qualification Experience	<p>1. Should have minimum 25/20/15 years experience of which 5 years of experience should be at Middle Management level preferably in Engineering /Manufacturing industry.</p> <p>2. Experience in Finalization of Accounts/Audit/Taxation/ Fund Management/Costing & Budgeting / working capital management, etc</p>

Job Description	<ol style="list-style-type: none"> 1. Overall in charge of Accounts & Finance of the Unit. 2. Preparation & Review of MIS, financial statements and regulatory reports with respect to the Unit. Finalization of Accounts, P&L statements and Balance Sheets 3. Working capital monitoring and optimization. 4. Preparation of budget and business plan. 5. Cash Flow Management - Forecasting cash flow positions, related borrowing needs, and available funds for manufacturing Operations and other expenses. Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements. 6. Liasoning with various Government Authorities & Auditors. 7. Legal and statutory compliances
Grade / Scale of Pay*	PS VIII – Rs. 18500-450-23900 (1997 Pay Scale) PS VII – Rs. 16000-400-20800 (1997 Pay Scale) PS VI – Rs. 14500-350-18700 (1997 Pay Scale) (under revision)
Place of Posting	Manufacturing Unit of HMT Machine Tools Ltd. (Bangalore, Pinjore, Kalamassery, Hyderabad, Ajmer)

E. POST	Officer (Finance) / Deputy Manager (Finance)
No. of Post	5 (Five)
Upper age limit (as on 01.04.2019)	30 years for Officer (Finance) 35 years for Deputy Manager (Finance)
Qualification	CA /CMA/ ICWA
Post Qualification Experience	<ol style="list-style-type: none"> 1. Should have minimum 3 /6 years experience preferably in Engineering /Manufacturing industry. 2. Experience in Finalization of Accounts / Audit / Taxation / Costing & Budgeting, etc.
Job Description	<ol style="list-style-type: none"> 1. Managing accounting operations 2. Preparing financial statements like budget and financial forecasts balance sheet, profit/loss statement etc. Develop periodic reports for management. 3. Manage legal & statutory compliances, Provident fund, GST and ESI compliance 4. Working capital monitoring and optimization. 5. Liasoning with various Government Authorities & Auditors
Grade / Scale of Pay*	PS III – Rs. 8600-250-14600 (1997 Pay Scale) (under revision) PS IV – Rs. 10750-300-16750 (1997 Pay Scale) (under revision)

Place of Posting	Manufacturing Unit of HMT Machine Tools Ltd. (Bangalore, Pinjore, Kalamassery, Hyderabad, Ajmer)
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F. POST	Assistant General Manager / Manager (Human Resource)
No. of Post	6 (Six)
Upper age limit (as on 01.04.2019)	45 years for Assistant General Manager (HR) 40 years for Manager (HR)
Qualification	MBA / PGDBM of minimum 2 years duration with specialization in Human Resources/Personnel Management/Industrial Relations/Labour Welfare/Labour Management/Labour Administration/Labour Studies from AICTE/UGC recognized University. Additional degree in Law will be an added advantage
Post Qualification Experience	<ol style="list-style-type: none"> Should have minimum 13 / 8 years experience of which 5 years of experience should be at Middle Management level preferably in Engineering / Manufacturing industry. Experience in all the facets of Human Resource Management, Industrial Relation, Labour Laws and legal matters.
Job Description	<ol style="list-style-type: none"> Planning and Budgeting including contract workforce management Managing Unit HR Operations and functions Employees' welfare management Maintaining a congenial IR climate in the Unit. Responsible for statutory and applicable labour law compliances. Liaisoning with various Statutory and Government authorities. Organizational Development - Identifying low performer improves efficiency by counseling on a regular basis; take measures to reduce absenteeism for improved productivity. Improve training and development related processes, identification of training needs, design, delivery and evaluation of development programs. Will be responsible for revenue generation through Training Center. Will be responsible for Skill Development initiatives under PMKVY and other such Government initiatives for the Unit. Will be handling all legal matters pertaining to the Unit with frequent status update to the Management on the same.

Grade / Scale of Pay*	PS VI – Rs. 14500-350-18700 (1997 Pay Scale) PS V – Rs. 13000-350-18250 (1997 Pay Scale) (under revision)
Place of Posting	Manufacturing Unit of HMT Machine Tools Ltd. (Bangalore, Pinjore, Kalamassery, Hyderabad, Ajmer)

G. POST	MEDICAL SUPERINTENDENT
No. of Post/ Category	1 (One)
Upper age limit (as on 01.04.2019)	45 years
Qualification	MBBS with diploma in Industrial Health or equivalent or a certificate of Training in Industrial Health of minimum three months duration recognized by the State Government
Post Qualification Experience	<ol style="list-style-type: none"> 1. Should have minimum 10-13 years experience of which 5 years of experience should be at Officer/Supervisor level preferably in Engineering /Manufacturing industry. 2. Experience in all the facets of Medicine,
Job Description	<ol style="list-style-type: none"> 1. Responsible for complete Hospital Administration and upkeep. 2. Revenue Generation. 3. Medical consultation and co-ordination. 4. Responsible for resource planning and management. 5. Responsible for Purchase and Stores. 6. In-charge of allocating duty shifts to Jr. Doctors and Nursing staffs and ensuring that doctors and staffs are available round the clock. Co-ordinate with Consultants. 7. Responsible for medical / lab facilities at Hospital 8. Ensuring that Company's medical policies and guidelines are adhered to. 9. Coordinating with the Management for review and amendment of Medical Policy as and when needed. 10. Responsible for all compliance pertaining to Hospital with regulatory authorities. 11. Responsible as Factory Medical Officer under the Factories Act, 1948 and comply with relevant rules pertaining to OHS.
Grade / Scale of Pay*	PS VI – Rs. 14500-350-18700 (1997 Pay Scale) (under revision)

Place of Posting	Manufacturing Unit, Bangalore
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H. POST	MEDICAL OFFICER
No. of Post/ Category	5 (Five)
Upper age limit (as on 01.04.2019)	35 years
Qualification	MBBS with diploma in Industrial Health or equivalent or a certificate of Training in Industrial Health of minimum three months duration recognized by the State Government
Post Qualification Experience	Fresher /experienced
Job Description	<ol style="list-style-type: none"> 1. Medical consultation to employees and patients visiting Hospital (both in-patient & out-patient) and co-ordination. 2. Coordinate with patients and hospitals for conversion, admission and treatment thereof. 3. Ensure patients get the type and quality of healthcare that they are looking for. 4. Assessing and treating employees at Occupational Health center / MI Room / Ambulance Room located at manufacturing Unit 5. Ensuring that Company's medical policies and guidelines are adhered to. 6. May act as Factory Medical Officer under the Factories Act, 1948 and comply with relevant rules pertaining to OHS. 7. Any other assignment / responsibilities assigned from time to time.
Grade / Scale of Pay*	PS III – Rs. 8600-250-14600 (1997 Pay Scale) (under revision)
Place of Posting	Manufacturing Unit of HMT Machine Tools Ltd. (Bangalore, Pinjore, Kalamassery, Hyderabad)

2. REMUNERATION:

In addition to the Basic Pay, the compensation package includes Dearness Allowance (DA) as applicable from time to time, Company Accommodation/HRA, CCA, Canteen subsidy, Washing Allowance, Provident Fund, Gratuity, Medical facility, Conveyance Reimbursement, Performance Payment, Monthly Incentives, Leave Encashment etc., as per the Company Rules. HRA & CCA is variable depending upon the place of posting. In case Company quarters are availed, no HRA is Payable.

Non-practicing Allowance (NPA) will also be paid to Medical Superintendent & Medical Officer.

3. ADDITIONAL INCREMENTS:

In deserving cases additional increments in the grade could be considered by the Selection Committee for Candidates with additional qualification / experience.

4. GENERAL CONDITIONS:

FOR EXTERNAL CANDIDATES

1. Only Indian Nationals need apply.
2. Candidates fulfilling the above said criteria of qualification, experience only need apply.
3. Candidates who have already appeared for interview against our earlier advt. No. MTL/HRM/R.21/2018-19 dated 31.10.2018 for the above posts need not apply and their application will be summarily rejected.
4. The minimum qualifications indicated shall be 60% pass from any recognised University / Institute. However, Management reserves the right to set an upper level and lower level of cut off marks for short-listing the candidates.
5. Selection will be made strictly on the basis of merit, past service record & performance in the interview.
6. The suitability for the posts, shortlisted candidate applied for will be made through Personal Interview.
7. The Candidates from other PSUs of IDA pattern in the immediate lower grade or same grade are eligible to apply subject to the above criteria.
8. Mere conformity to the job requirements/ qualification will not entitle a candidate to be called for interview. Management reserves the right to reject the application without assigning any reason, raise the Standard of Specifications to restrict the number of candidates to be called for interview.
9. Management reserves the right to relax experience, qualification and age as also to consider related qualification & experience in case of deserving/exceptional candidates.
10. Appointment of selected candidates is subject to verification of Caste and Character and Antecedents, as the case may be, from the concerned authorities as per the rules of the Company.
11. Reservations and Age relaxation for different categories, viz., SC/ST/OBC/PWD/Ex-Servicemen/Minority etc., are as per Govt. of India Directives.
12. Candidates belonging to SC/ST/OBC/PWD/Ex-Servicemen/Minority category should enclose a copy of the certificate issued by the Competent Authority to that effect.

13. Candidates belonging to OBC category are required to produce the recently obtained OBC Certificate and self-undertaking for OBC (Non-Creamy Layer) status (not older than 6 months as on the date of advertisement) in the format prescribed by Govt. of India and issued by the Competent Authority (format available in Careers section of our website www.hmtindia.com).
14. Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim.
15. Candidates applying under EWSs category are required to produce 'Income and Asset of the Family' Certificate in the prescribed format (format available in Careers section of our website www.hmtindia.com)
16. A non-refundable account payee Demand Draft for **Rs. 750/- (for general) and Rs. 250/- (for SC/ST)** drawn in favour of HMT Machine Tools Limited, Bangalore on any Scheduled Bank payable at Bangalore is to be enclosed along with the prescribed application. No other mode of payment is acceptable. Candidates are advised to write their name and address on reverse side of DD. No fee is to be paid by Persons with Disability (PWD). Application without proper DD will be summarily rejected.
17. Applicants serving in Govt./Public Sector Enterprises / Semi-Govt. Organisations should apply through proper channel or produce 'No Objection Certificate' at the time of interview failing which they will not be permitted to appear for the interview.
18. The original documents/certificates/testimonials in proof of Age (Only SSLC/SSC/10th Standard Board Certificate will be admitted as proof of age), qualification, experience, caste/category as mentioned/enclosed in the application shall be produced at the time of interview for verification. **In case of failure to produce the original testimonials certificates as mentioned in the application for verification while attending the interview, the candidate will not be allowed to appear for interview and no TA shall be payable.**
19. Only short listed eligible candidates will be called for interview. The outstation candidates called for interview will be paid to and fro train fare by 2tier AC/ AC chair car (for candidate applying for post in grade PS VI & above) and 3tier AC/ AC chair car (for candidate applying for post in PS V & below) by the shortest route on production of proof of journey subject to clause no. 17 & 18 referred above.
20. Candidates shall be subjected to medical examination by the Company's Medical Officer prior to their appointment after due selection. Those found medically unfit will not be engaged and the offer letter shall stand withdrawn in such cases.
21. Incomplete application or applications not in the prescribed format will be rejected and no correspondence in this regard will be entertained.
22. If any information provided by the candidate is found to be false or not found in conformity with eligibility criteria mentioned in the advertisement, then the same will be liable for rejection at any stage of selection process or even after engagement.

23. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/engagement shall be a disqualification.
24. The company shall not be liable for any damage / injury / loss to the individual, if any, sustained during the entire selection process and journey.
25. The selected candidate shall have to indicate his/her acceptance of the offer within one week from the receipt of offer, if not, the same will be offered to next candidate in order of merit. However, the Competent Authority may grant extension of time depending upon the exigencies on case to case basis.
26. The placement will be on permanent basis depending on the need of the organization as decided by the Selection Committee with one year of PROBATION Period. The candidates are required to execute SERVICE BOND along with SURETY agreeing to serve the Company for the period of three years on successful completion of PROBATION period.
27. No correspondence regarding the rejection of application in case of ineligibility will be entertained.
28. Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement.
29. Management will not be responsible for delayed receipt/non-receipt of applications.
30. The list of short listed candidates is valid for one year only from the date of interview. The appointment / offer letter for placement of candidates will be issued as and when the vacancy arises.
31. The decision of Management regarding selection will be final.
32. The Management reserves the right to cancel subject notification part or the entire recruitment/ selection process at its discretion. Management also reserves the right to absorb the selected candidates based on experience & qualification as per requirement of the Company, at its sole discretion. No correspondence will be entertained from the candidates who have not selected/not short listed for interview.
33. Intimation/correspondence regarding interview etc., will be sent through e-mail & Speed Post.
34. Court of jurisdiction for any dispute will be at Bangalore

FOR INTERNAL CANDIDATES

Those who fulfill the following are also eligible to apply:

1. Candidates fulfilling the above said criteria of qualification, experience, and who are in similar grade & immediate lower grade only need apply. Also, Candidates in immediate lower grade should have worked for number of years equivalent to the Qualifying period under the promotion policy of the Company in their present grade in order to become eligible to apply for the next higher grade post.
2. For the post of General Manager & Jt. General Marketing, candidate who has worked in 2 different Units and 2 different areas only need apply.

3. Relaxation in age upto 2 years in each category will be provided for deserving candidates.
4. Selection will be made strictly on the basis of merit, past service record, attendance & performance in the interview.

5. SELECTION PROCEDURE:

Eligible candidates short-listed based on the initial screening will be called for interview. Instructions regarding interview will be intimated to the short-listed candidates individually. The outstation candidates called for interview will be paid the eligible train fare (to & fro) by the shortest route OR actuals whichever is lower and as per clause 19, on production of proof of journey subject to clause 17 & 18 as referred above.

6. HOW TO APPLY:

Application in the prescribed format duly filled enclosing therewith the Demand Draft and a set of self attested photocopies of the relevant certificates in proof of qualification, age, category, experience etc., (all the relevant original certificates should be produced at the time of interview) and affixing passport size photograph at the space provided should be sent in sealed cover super scribed **“APPLICATION FOR THE POST OF _____”**so as to reach the following address **on or before 14.05.2019 by 5.30pm**

Candidate applying for two posts shall submit separate application forms clearly mentioning the post applied for along with separate DDs.

Application has to be sent through Ordinary post / Speed Post / Registered Post / Courier only. Application received through other modes, viz., Fax / E-mail / By hand will not be accepted and summarily rejected.

The Deputy General Manager (CP & HR)

HMT Machine Tools Limited,
HMT Bhavan,
No.59, Bellary Road,
BANGALORE - 560 032

For any further clarifications please free to get in touch with us on 080-23547985

**Sd/-
Dy. General Manager (CP & HR)**

7	Post-qualification Experience: (self attested Xerox copies of experience certificates are to be enclosed). For experience details, separate sheet may be attached as Annexure)										
	Organisa- tion & Address	Desig- nation	Nature of duties	Period (commencing from latest / present)						Company's Turnover	Basic Pay & pay Scale
				From		To		Duration			
MM	YY	MM	YY	YY	MM						
7.1											
7.2											
7.3											
7.4											
7.5											
7.6											
TOTAL P.Q. EXPERIENCE											
8	Any two references with contact details (other than relatives)										
	Name& designation		Address			Phone No./Mobile No.			Email ids		
8.1											
8.2											
9	Details of relatives working in HMT Ltd. or its Subsidiary Cos.										
10	Demand Draft details		Date & DD No			Amount. (Rs.)			Bank Details		
Original testimonials in respect of Sl. No. 4,5,6 & 7 must be produced at the time of interview											
Certified that the information furnished above are true to the best of my knowledge information & belief. If, at a later date, the information furnished above are found to be false or inaccurate, the Management is free to take appropriate action as per the extant rules.											
Place :											
Date :											
(Signature of the Applicant)											

STATEMENT OF DOCUMENTS ENCLOSED TO THE APPLICATION FORMAT

Sl. No.	Documents	Status (tick the relevant column)		
		Yes	No	NA
1.	Demand Draft for the prescribed amount			
2.	Proof of date of birth (SSLC / Matriculation Marks Card)			
3.	Proof of Caste – SC/ST in the prescribed format			
4.	Latest OBC Certificate (Non creamy layer) in the format as applicable for appointment to posts under Govt. of India to be produced			
5.	Income and Asset Certificate in the format as applicable for EWSs Category			
6.	Ex-Servicemen Certificate			
7.	PWD Certificate issued by the Competent Authority (Govt. Hospital or Medical Board attached to Special Employment Exchange for the handicap) as per the "Persons with Disabilities (Equal Opportunities, protection of right and full participation) Act, 1995"			
8.	Minority Declaration Certificate			
Qualification Certificates				
1.	Degree Certificate			
2.	PG Degree / Diploma Certificate			
3.	Other Qualifications / Certificates if any (Pl. specify)			
4.	Post-Qualification Experience Certificate (s)			
5.	Latest salary certificate issued by your employer			

Note :

- 1) Candidates to bring one set of photo copies of all marks cards along with original for verification at the time of interview.
- 2) The self attested copies of the documents / certificates should be enclosed to this format in the same order.